

TUSD
Requesting a Letter of Recommendation

Name: _____ ID: _____

Person you are requesting to write you a letter: _____

Today's Date: _____ Date Requesting Letter by: _____

(Please give the recommender TWO WEEKS notice for letters of recommendation. This request form is to help us write the best letter possible for you.

GPA: _____

Any test scores you want to include that you are particularly proud of?

The following questions will be of great assistance to the person you are asking to write a letter of recommendation. No question is required but the more information we have the better letter we can write ☺.

1. What is this letter for? (Examples: college application, scholarship, job, or *general*.)

Would you like us to list the specific school, scholarship, position you are applying for or keep it more broad so that you will be able to use it in the future?

2. List five adjectives that describe you as a person and why:

3. What accomplishments are you most proud of?

Academic?

Personal?

4. Are there any factors related to your grades that you would like colleges to be aware of? Are there any specific obstacles or hardships that you have overcome?

5. What factors in your life have contributed to your academic success?

6. Describe activities in which you participate in the community including volunteer work. (examples: school clubs, civic organizations, church, etc.). What role did you play in these activities? (ie, office or leadership roles).

7. List any awards that you have received in high school; both academic and non-academic. .

8. Please describe your academic and personal goals.